

**COMMUNITY HIGH SCHOOL OF VERMONT
STATE BOARD ANNUAL MEETING
MINUTES
Tuesday, January 8, 2013
Vermont School Boards Association
2 Prospect Street
CONFERENCE ROOM A
Montpelier**

APPROVED

State Board Members Present: Carol Bokan, Vice-Chair; George Cross, Chair; Richard Fraser, Jason Gibbs, David Luce, Secretary.

State Board Members Absent: Julie Breton, Andy MacIlwaine.

CHSVT Administration Present: Dana Lesperance, Career and Technical Education Chief Troy McAllister, Principal; Wilhelmina Picard, Superintendent; Sheila Sayah, Administrative Assistant.

CHSVT Administration Absent: Mary Koen, Chief, Special Education.

Local Advisory Board Members Present by Phone: Don Luman, Northwest board .

The meeting was called to order at 9:30 a.m.

Approval of Meeting Minutes

David Luce entertained a motion to approve and accept the meeting minutes of December 11, 2012. Richard Fraser seconded the motion. The minutes were approved and accepted.

Administrative Reports – Updates

Will be including updates later in the meeting.

Discussion Items

a. Update on Student Information System – Troy

There have been 9,000 names added to the SIS with only very basic information at the moment. The plan is to delegate the next steps to Charity and Sheila within the next week, training between February and April and live by next quarter. Reports will include information about past graduates. Grade levels will be assigned to each student determined by the number of credits a student has earned. The system will be able to interface with DOC data.

There was a discussion about the kind of reports that will be required:

- How many of our students have been engaged with Adult Basic Education in the past?
- Who is on an IEP or otherwise involved with special education?
- Name of sending high school or list of all past high schools attended for each student.
- Ethnicity

- Employment after finishing education.

b. Update on progress of VCI program at CRCF – Wilhelmina

Vermont Correctional Industry Chief, Jerry Schartner and Program Coordinator, Leonard Chase visited a local sewing company a few weeks ago to look at how their business worked. An order has been placed for five sewing machines as well as an embroidery machine. The plan is to have the equipment up and running by March with production beginning around April or May. Currently the program will employ two women who will be chosen by an interview process and also will be determined by good behavior. Work will begin with facility sheets and pillowcases and will progress to uniform repair, inmate uniforms and then officer uniforms. There is also talk about creating pajamas for children with cancer.

c. PewResearchCenter – Troy/Dana

The purpose of the Pew research was to review the overall cost effectiveness of all programs in the Agency of Human Services throughout Vermont and to develop a cost per person ratio. Washington State was the first to conduct a review of state programs and a general formula was used to acquire the data. The Vermont Joint Fiscal Office was given the task by the state to conduct the research with Pew. Discussion ensued about the differences between the correctional education program in Washington versus here. George is meeting with the Joint Fiscal Office this afternoon to further discuss the research.

d. Curriculum Frameworks – Troy

Troy introduced the CHSVT Curriculum Framework manual to the Board. “The Curriculum Framework provides the necessary components upon which a teacher may build courses to support students as they progress through our school’s requirements.”

There was a discussion about job skills and trade certifications being integrating into the framework.

e. Restructuring Discussion

Due in response to facility restructuring based on safety and security needs as outlined by the National Correctional Institute, a reprioritization of services based on the needs of the students, an examination of the duplication of services and the transition needs of the students, there was a discussion about changes in the way CHSVT will be providing services to students. Due in part to the Pew research study, CHSVT was asked to look for \$600,000 in savings. Some of that savings will come from attrition as there are several faculty members who are planning on retiring within the next six months.

An MOU (memorandum of understanding) is being created between the Agency of Education, CHSVT, and DOC to look at how students’ educational needs can be met in the community other than with CHSVT. The Board has asked to have the opportunity to review the MOU before it is signed. CHSVT is looking at the community campuses, identifying services and looking at local Career and Technical Centers for support of students outside the correctional facilities.

Restructuring Proposal:

- Combine CHSVT/VCI/VOWP into Corrections Education and integrate into the community.
- Close street campuses – number of students at street campuses not under the custody of corrections has risen from approximately 35% to nearly 80%.
- Relocate street campus staff into facilities due to DOC restructuring.
- Create Community Transitional Instructor to work with offenders as they are integrated back into the community from a facility.
- Eliminate Adjunct program.
- Savings from retirements, adjunct program, costs of running street campuses.
- Human Resources suggested hiring temporary employees as needed to fulfill any gaps in teaching/class needs.
- Reclassifying teacher positions to create teacher/leader position at each facility campus to oversee program and meet monthly with Principal.
- Workforce Development and VCI combining and creating job descriptions, evaluations and pay scales as well as looking at workforce skills needed in the communities and preparing offenders for work experience when released.

An emergency and mandatory faculty meeting has been scheduled for this Thursday, the 10th to outline everything discussed today at the board meeting. Wilhelmina will be asking each individual faculty member for confidential feedback about where they would like to go when the restructure takes place. There are no staff position cuts planned.

Other Business

None

Items for next meeting

1. CRCF/VCI Update
2. Curriculum Frameworks continued discussion
3. Assessment Discussion
4. CASAS
5. Continued updates on restructure
6. Legislative updates

Next Meeting

Tuesday, February 12, 2013. Place to be determined. Meeting will be available by conference call. Details will be on the agenda.

Richard Fraser entertained a motion to adjourn the meeting and Carol Bokan seconded the motion. The meeting adjourned at 12:05 p.m.

Respectfully Submitted

Sheila Sayah